

# Sisseton-Wahpeton Oyate

## Job Description

---

**Job Title:** Special Needs/Mental Health Manager

**Content Area:** Disabilities and Mental Health

**Supervision:** Under the immediate supervision of the Head Start Director

**Standard Employment:** 8-hour shift, 8 a.m. - 4:30 p.m. Monday thru Friday

**Supervision Exercised:** The Special Needs/Mental Health Manager supervises the work of the Special Needs Assistant/Literacy Coordinator with overall supervision of the Head Start Director.

**General Description:** The Special Needs/Mental Health Manager is responsible to ensure the Sisseton Wahpeton Head Start program is in compliance in accordance to the Head Start Performance Standards, 45 CFR Subpart D – Health Program Services 1302.42, Child health status and care. 1302.45 Child mental health and social and emotional wellbeing, 1302.46 Family support services for health, nutrition, and mental health. 1302.47 Safety Practices. The candidate must be highly detailed oriented and a self-starter in order to compile complex health and disability information into standardized software in order to produce monthly, quarterly, and yearly reports for grant purposes. The candidate must provide training, monitoring, and support to families, staff, and facilities.

### Major Duties and Responsibilities:

#### A. Administration and Management

1. Carries out goals, policies and activities designed to implement education objectives for children identified as having a special need.
2. Updates on an annual basis the Child Mental Health and Disabilities Service plans in conjunction with other staff, parents and policy council.
3. Develop a written plan that includes training for parents, staff and other interested community members.
4. Network with Indian Health Service to ensure mental health services are available on a regular basis.
5. Work closely with teaching staff to initiate mental health activities in the classroom on a regular basis.
6. Responsible to complete all required reports regarding children with disabilities enrolled in the program.
7. Must order in conjunction with the director all special equipment for children. First priority will be to identify another resource to purchase or rent...the last resort will be for Head Start to purchase or rent.

8. Keep accurate up-to-date records and inform the parent/guardian of all activities pertaining to Head Start referral and treatment record.
9. Establish an Assessment Team of professionals to work closely with Head Start in the evaluation of children with special needs.
10. Acquire, when necessary, additional evaluations to ensure correct diagnosis is obtained to avoid any undue duress for the family.
11. Must have good work ethic, time and attendance
12. Perform other duties as needed or assigned by the organization

**B. Coordination**

1. Helps to recruit children for Head Start throughout the year to ensure that 10% recruited are children with disabilities.
2. Coordinate with Early Childhood Intervention program and other community resources to identify children with special needs for enrollment purposes.
3. Accept referrals of handicapped children, ages three to five, from professionals in special needs areas throughout the program year.
4. Network with other community service providers who are working with children to ensure child's needs are provided for on an on-going basis.
5. Work closely with director and other content area managers to develop Interagency Agreements (MOU/MOA) s between service provider organizations.

**C. Evaluation and Monitoring**

1. Develop and implement a plan and system of monitoring and evaluating activities to ensure the program is in compliance with the Head Start Performance Standards.
2. Works closely with teaching staff to ensure mental health activities are age appropriate.
3. Determine areas of weakness and take corrective action or make recommendations for corrective actions.
4. Studies and prepares recommendations on instructional materials, teaching and related needs.

**D. Employee Development and Consultation**

1. Assist teaching staff in the implementation of Mental Health activities in the classroom.
2. Works closely with the director in identifying training needs of the teaching staff and other staff to ensure compliance with the Head Start Performance Standards.
3. Assist in the design, development and delivery of in-service training and orientation for all staff.
4. Periodically visit classrooms to monitor mental health activities being conducted in the classroom.
5. Attend teaching staff meetings to discuss any behavioral or learning issues the teaching staff may be experiencing and make recommendations to assist the teachers.

## **E. Provision and Assurance of Services**

1. Assist staff in the development of child's individual education plans.
2. Ensure that staff and other program resources reflect the multicultural diversity of the children enrolled in the program.
3. Identify, report and provide support services in child abuse cases by working in conjunction with the Family Service Manager.
4. Responsible for coordinating and organizing the required screens within the 45-day or 90 day time frame.
5. Utilize screen results to determine if a child is in need of additional services.
6. Keep records of all screening result and follow-up as part of the documentation process for referrals and treatment.
7. Assure that a child with special needs receives the full range of child development services available.
8. Perform all services and responsibilities as required by the Head Start Performance Standards.
9. All records on the children will be kept confidential. Child's records will not be released without the written permission of the parent or guardian.
10. Develop a written Individual Education Plan for each handicapped child with the primary service agency, the assessment team and the parent/guardian within 45 days of the receipt of diagnostic evaluation material.

### **Qualifications:**

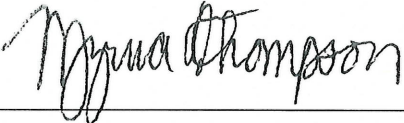
1. Minimum Baccalaureate Degree in Early Childhood Development, Health Education or other health-related field.
2. Must possess good communication and organizational skills.
3. Ability to work with other programs, schools and community service personnel.
4. Ability to work with 0-5-year-old children and meet Head Start standards of conduct and confidentiality.
5. Excellent computer skills, including spreadsheet applications and word-processing.
6. Good oral and written communications skills.
7. Able to handle multiple tasks simultaneously in an organized manner.
8. Ability to demonstrate sound and mature judgment.
9. Training experience using a variety of methods including classroom, small group and person-to-person on the job training.

### **Job Requirements:**

1. Must be willing to learn, speak and promote Dakota language
2. Attend staff meetings, in-service training and other career development activities both locally and out-of-area.



3. Must sign a background permission form upon submission of application to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes.
4. Must sign a Confidentiality Statement upon hire.
5. Must have pre-employment physical and TB test.
6. Must complete CPR and First Aid training within 90-days of hire.
7. Must live and promote a drug and alcohol free lifestyle
8. Must have a pre-employment drug test and submit 3 letters of reference with application for employment.

Approved  Date 8-20-19

Revised and approved by Policy Council February 2016 Revised: 8-16-19